

---

# **Obtaining Civilian Personnel- Technical Representative Accreditation for Contractors in Italy**

***DoD Contractor Personnel Office***  
***May-Jun 2005***

*Harry Jenkins*  
***DOCPERITALY@CPOCEUR.ARMY.MIL***

---

# *Topics*

- **Civilian Personnel status basics**
- **TR Accreditation Process**
- **Comprehensive Review**

# *Why Contractor Civilian Personnel-Technical Representative Status?*

- **Provides contractors status similar to civilian component**
- **Basis in Italy: “Shell Memorandum,” 1995**
- **Benefits:**
  - Income is exempt from Host Nation taxes (more on that later)
  - Receive logistic support (i.e., BX, Drivers License, MWR)
  - Saves the USG money on contracts
  - Increases USG contractors ability to acquire and retain high quality employees
- **Helps DOD, contractors, and individual contractor employees**

# ***Basics of Civilian Personnel Status -- Italy***

- **US-Italy “Shell Agreement” of 1995 covers “Civilian Personnel”**
  - “Civilian Personnel”: Persons in Italy who are closely affiliated with the United States Armed Forces and under their authority, but not directly employed by them
  - May be treated similarly to members of “Civilian Component”
  - TRs are part of “Civilian Personnel”
- **Passport requirements:**
  - Must have “missione visa” before proceeding to Italy
  - Must get “missione soggiorno” once in Italy
  - “Ordinarily resident” issues quantifiable (“yes/no” issues)

# *History of Civilian Personnel Status -- Italy*

- **Before mid-2004:**
  - Each component had separate process
  - SJAs generally involved, but only after contractor employee in country
- **After mid-2004:**
  - New Tri-component regulation on “civilian personnel” (Feb 04) revises process
  - Annex to Tri-component Regulation published Jul 04 provides details for contractors, other “civilian personnel”
  - **US Sending States Office, Italy (USSSO) has oversight of process**
    - USSSO is EUCOM legal arm in Italy, DOCPER is “back-office”
    - USSSO/DOCPER needs to control visa issuance process and ID card facilities
- **Authority: EUCOM CofS designation memo, Aug 04**

# **New TR Accreditation Process**

- **DOCPER reviews all contracts and TR applications**
  - Forms for contract submission, TR application up on DOCPER web site
- **New applicants:**
  - DOCPER review, recommend approve or deny
  - USSSO signs approval/denial letter, sends to COR
  - If approved, applicant proceeds to Italian consulate nearest home

(NOTE: Per USSSO request, consulates instructed by Italian Ministry of Foreign Affairs that only USSSO signature acceptable for issuance of “missione visa”)
- **Existing TRs in Italy:**
  - DOCPER review, issues approval/denial letter
  - DOCPER to conduct “Comprehensive Review” (similar to “Bottom-Up Review” in Germany)
- **DOCPER decisions not final, subject to USSSO review**

# ***Comprehensive Review***

- USSSO/DOCPER will conduct Comprehensive Review (CR) of current TRs
- Purpose:
  - **Re-assess the status of all individuals currently accredited as TRs**
  - **Establish the baseline database of TRs in Italy**
- Requirements: Register the contract and the TRs
  - **Forms on the web at**  
**[http://www.per.hqusareur.army.mil/cpd/docper/italy/forms\\_italy.htm](http://www.per.hqusareur.army.mil/cpd/docper/italy/forms_italy.htm)**
  - **Contract Registration**
    - Designation letter of the COR
    - Copy of the signed contract document (must include the period of performance)
    - Copy of the Statement of Work (SOW)
    - Copy of all TR Job Descriptions
    - Contract pages indicating Individual Logistics Support (ILS) is authorized
  - **Application for TRs**
    - Copy of the TR job description for which applicant is applying
    - Detailed resume
    - Employment contract (job offer letter)
    - Photocopies of relevant tourist passport pages

# **Timeline and Follow-up**

- Contract accreditation and TR applications due by 17 Jun 2005.
- The CR may result in de-accreditation of TR status through:
  - **Failure to submit the required information will result in termination of TR accreditation**
  - **No *missione* visa or no *missione soggiorno***
- Process for de-accreditation of TRs:
  - **USSSO will notify component when determination made**
  - **Component will oversee de-accreditation of contractor employees**

# *Frequent Issues in Italy*

- **Individual Logistics Support not in contract**
  - Per tri-component directive, ILS must be specified in contract
  - DOCPER accepts e-mail from contracting officer that contract mod forthcoming
- **Qualifications:**
  - Some TR requirements too low - HS degree, or GED
  - “Warehouse workers” and similar blue-collar work out
- **Contractor employees come into Italy with ID cards from elsewhere (no mission visa)**
- **Service Members leaving service**
  - Being hired while on terminal leave (inconsistent with NATO SOFA)
  - Must be completely separated (DD 214 required)

# *Conclusion*

**QUESTIONS?**

# *Back-Up Slides*

# ***DOC PER Organization and Responsibilities***

- **Created in 1998 as single office for accreditation of contractors in Germany. Added Italy in 2004.**
  - **Germany Executive Agent (Dir. of Defense Procurement, Sep98)**
  - **Italy (“back-office” for USSSO Rome, EUCOM CofS memo, Aug04)**
- **Funded by Army at 12 positions**
- **Team structure: 1 Management Analyst, 1 Management Assistant**
  - **Germany Teams (4 x 2 people)**
  - **Italy Team (3 people, includes 2 management assistants)**